



TEXAS DEPARTMENT OF HEALTH  
AUSTIN, TEXAS  
INTER-OFFICE MEMORANDUM

*Linda Jackson*

TO: Regional Directors  
Directors, Local Health Departments  
Directors, Independent WIC Local Agencies  
Herman Horn, Chief, Bureau of Regional/Local Health Operations

FROM: Barbara Keir, Director  
Division of Public Health Nutrition and Education  
Bureau of Nutrition Services *B. Keir*

DATE: May 12, 2000

SUBJECT: Second shipment of electric breast pumps and receiving report

---

All Local Agencies should receive their second shipment of Hollister electric breast pumps and kits by June 30, 2000. Use the following procedures when the shipment is received:

- Verify the breast pump count before signing the freight slip. **It is very important that you count the electric breast pumps and collection kits when they are received before signing anything.**
- The delivery person will be in a hurry. **Do not let the delivery person leave until you have verified the number of pumps received and compared it to the number of pumps on the packing and freight slips.**
- The number of breast pumps received should match the number of pumps on the freight and packing slips. **If the numbers do not match, make a note on the freight slip before signing it and releasing the delivery person.**
- Make a note of any discrepancies in the number of pumps received and the number of pumps on the freight and packing slips on the attached Electric Breast Pump Receiving Report before faxing it to the State Agency. **As soon as pumps have been received Fax the following items: (1) Electric Breast Pump Receiving Report, (2) Hollister packing list, and (3) freight slip to the State Agency at (512) 458-7446.**

If you have any questions about the delivery of breast pumps, contact Tracy Erickson, WIC Breastfeeding Coordinator, at (512) 458-7111, extension 3409 or Mary Van Eck, Nutrition Education Coordinator at (512) 458-7111, extension 3484.

Attachment



## ELECTRIC BREAST PUMP RECEIVING REPORT

When you have received your shipment of *Hollister* electric breast pumps, count the pumps to make sure the number on the packing list or freight slip matches the number of pumps received. **As soon as pumps have been received Fax the following items: (1) Electric Breast Pump Receiving Report, (2) Hollister packing list, and (3) freight slip to the State Agency at (512) 458-7446.** If the number of pumps received does not match the number on the packing slip, contact Tracy Erickson, WIC Breastfeeding Coordinator, at (5 12) 458-7111, extension 3409.

Local Agency # \_\_\_\_\_

Drop shipment location if not received at administrative site: \_\_\_\_\_

Number of *Purely Yours* electric breast pumps received: \_\_\_\_\_

Number of *Elite* electric breast pumps received: \_\_\_\_\_

Number of *HygieniKit* collection kits received: \_\_\_\_\_

Date of delivery: \_\_\_\_\_

Person who signed for shipment: \_\_\_\_\_

\_\_\_\_\_  
(Print Your Name)

\_\_\_\_\_  
(Title)

Telephone Number: () \_\_\_\_\_  
Area code

**Thank you for your prompt attention to this matter.**